

## **LANSING PARKS & RECREATION DEPARTMENT**

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### **ADULT AND YOUTH SPORTS PROGRAM PARTICIPATION RULES & POLICIES**

#### **Rule 1: Player Eligibility**

##### **A: CITY OF LANSING RESIDENT**

A resident of the City of Lansing is eligible for participation in any Lansing Parks and Recreation Department league contest when the residency player fee and all other registration requirements are met.

##### **B: NON-RESIDENT**

A non-resident is eligible for participation in any Lansing Parks and Recreation Department league contest when the appropriate non-resident player fee and all other registration requirements are met.

##### **C: RESIDENCY VERIFICATION**

Verification of residence within the City of Lansing must accompany the player contract/roster or the non-resident fee will be charged. "Residence" means the place at which a person habitually sleeps, keeps his/her personal effects, and maintains a regular place of lodging, with the intention of maintaining such residence. A Lansing resident shall not be deemed to have lost such residency by virtue of enrollment and attendance at an institution of learning. **The manager's and individual player's signature on the contract/roster is attesting to the residency of the players, and is considered verification of residency.**

False representation of residency will result in the following actions:

1. Player will be suspended from participation in all Lansing Parks and Recreation-sponsored sports programs for a period of one year.
2. The manager/coach of a team falsely representing residency will be suspended for three games.
3. All games in which a false residency player participated will be declared forfeited and opponents in each game will be awarded the win.

##### **D: ASSOCIATION REQUIREMENTS**

Players must meet the eligibility requirements of associations in which the Lansing Parks and Recreation Department is a member (MRPA, ASA, AABC and MHSAA). These requirements are listed in the supplemental section of each activity.

##### **E: AGE ELIGIBILITY WILL BE DETERMINED IN EACH SPORTS SUPPLEMENT.**

**F: PLAYER CONTRACT/ROSTER ADULT SPORTS**

1. Contract/roster forms for player registration will be available at all manager meetings or at a site to be determined by the Lansing Parks and Recreation Department at any time following the manager's meeting.
2. Completed team contract/roster forms must be submitted to a site to be determined by the Lansing Parks and Recreation Department by 5:00 p.m. on the day of the team's first regularly scheduled game.
3. All players must be under signed contract/roster, counter-signed by the manager and players, filed with the Lansing Parks and Recreation Department. Failure to comply with this rule will result in player and manager suspension until an appeal, filed with the Lansing Parks and Recreation Department Appeals Board, is resolved.
4. Players who have knowledge of their signature being forged are subject to penalty unless they notify the Lansing Parks and Recreation Department immediately.
5. Managers who submit contract/roster forms with forged signatures are held responsible even if they did not commit the forgery.
6. A player will be eligible to participate on only one team per league night within any single sport in the Lansing Parks and Recreation Department.
7. Players, who fail to return equipment/property provided by a sponsor, as verified by the sponsor or manager, will be ineligible to participate in any Lansing Parks and Recreation Department leagues until such property is returned.
8. A team will receive a dated copy of its contract/roster from the Lansing Parks and Recreation Department when it contains sufficient numbers of eligible players. With each subsequent addition of players to the roster, dated copies of the roster will be provided to the players for delivery to the manager.
9. All managers must have a copy of the team roster in their possession at each game. Failure to provide a copy of the roster, when requested by a game official, will result in game forfeiture.

**G: PLAYER ROSTER/YOUTH SPORTS**

- Youth sports individual registration leagues – the official dated retract registration roster provided to each coach will be the official roster.
- Acceptation – Youth Floor Hockey League
- The official roster will be the participation waiver/release of liability roster that is signed by participant's parents.

#### H: PLAYER TRANSFER TO A NEW TEAM- ADULT SPORTS

Players transferring from one team to another are ineligible to play for their new team:

- For the next game after the filing date of release, if the new team plays 12 or fewer games per season
- For the next two games after filing date of release, if the new team plays 13 or more games per season
- No game ineligibility if transferring from a team that has not yet played any games
- Individual player fees **DO NOT TRANSFER WITH THE PLAYER TO THE NEW TEAM. A NEW PLAYER FEE MUST BE PAID.**

Players transferring to a new team a second time are ineligible to play for their new team:

- For the next two games after the filing date of release, if the new team plays 12 or fewer games per season
- For the next four games after filing date of release, if the new team plays 13 or more games per season
- Individual player fees **DO NOT TRANSFER WITH THE PLAYER TO THE NEW TEAM. A NEW PLAYER FEE MUST BE PAID.**

#### I: CHALLENGES OF ELIGIBILITY – ADULT SPORTS

1. All challenges regarding player eligibility must be filed, in writing, with the Lansing Parks and Recreation Department by 5:00 p.m. the next City of Lansing business day, following the day of the game played. Tardy inquiries will be disallowed. It is the responsibility of the individual challenging a player's eligibility to provide evidence of ineligibility. Any player proven ineligible will be suspended (3 games), along with the team manager (3 games), and the ineligible player's team will forfeit the game that stimulated the challenge.
2. A team that forfeits a game due to a player eligibility challenge may file a written request for a hearing before the Lansing Parks and Recreation Department Appeals Board. The deadline for a hearing request is 5:00 p.m. within two City of Lansing business days, following the day of notice of the forfeiture.

#### **Rule 2: Teams**

Maximum contract/roster size is specified in each sport supplement.

#### **Rule 3: Ejections and Suspensions**

##### A: GAME EJECTIONS

1. In basketball and volleyball, an ejected person shall immediately leave the venue and shall not re-enter the playing area for the duration of the game.
2. In baseball and softball, the ejected person shall proceed immediately to the parking lot and shall not re-enter the playing area for the duration of the game.

**Failure to follow the above behavior within one minute of the ejection will automatically result in the offending team's forfeiture of the game. Ejections remain in effect, even in the event of official game protest made to the Lansing Parks and Recreation Department.**

## B: SUSPENSION

1. Any person ejected from one game during a season shall be ineligible to play or participate in his/her team's next game, including playoffs. A second ejection will result in an individual being ineligible to play or participate in his/her team's next two games, including playoffs. A third game ejection within a season results in the individual's suspension for the remainder of the season.
2. Ejected players from their last game of a season will serve their suspension in the next season that they register to play.
3. Any person using physical contact in conflict or argument with any other individual shall be automatically ejected from the game and indefinitely suspended from all Lansing Parks and Recreation Department leagues. Individuals who are reinstated, following physical altercations may be subject to a probationary period, as determined by the Lansing Parks and Recreation Department, Lifetime Sports Supervisor, or appointed Lifetime Sports staff.
4. The Lansing Parks and Recreation Department, Lifetime Sports Supervisor, or appointed Lifetime Sports staff, shall be responsible for determining all suspensions, the duration of suspensions and informing suspended individuals and team managers.
5. The Lansing Parks and Recreation Department reserves the right to suspend individuals indefinitely, for conduct, detrimental to the league, or which violates City of Lansing Park Rules, City Ordinance or The Lansing Parks and Recreation Department Rules.
6. The following guidelines include a MINIMUM penalty for these specific violations, however, the Lansing Parks and Recreation Department Appeals Board retains the right to dictate a lengthier suspension or more severe penalty than the minimum.
  - a. Physical contact with a player or spectator results in a minimum one-year suspension from the date of the incident.
  - b. Physical contact with an official results in a minimum two-year suspension from the date of the incident.
  - c. Managers having an illegal contract/roster with ineligible players who play in a league game will be suspended for three games.
  - d. Non-roster or falsely identified players who play in a game will be suspended for three games.
  - e. Individuals who play in violation of existing suspensions will be suspended for an additional two games.
  - f. Any violations not mentioned here are at the discretion of the Lansing Parks and Recreation Department, Lifetime Sports Supervisor, or appointed Lifetime Sports staff.

#### **C: SUSPENSION APPEAL**

1. Any individual (defendant) who is suspended may submit a written request for an appeal hearing to the Lansing Parks and Recreation Department Director. A three-member Appeals Board, consisting of any combination of the Manager of Leisure Services, Lifetime Sports Supervisor, the Director of Parks and Recreation or a City of Lansing Park Board member, will pass judgment, following an appeals hearing, based upon information provided by involved parties.
2. The defendant will receive notification of the appeal hearing date, time and location at least seven days prior to the scheduled hearing.
3. The defendant may verbally appeal the Appeals Board decision at the next regularly scheduled meeting of the City of Lansing Park Board. The Board convenes on the second Wednesday of each month. During such appeal, any suspension imposed by the Lansing Parks and Recreation Department, Lifetime Sports Supervisor remains in effect.

#### **Rule 4: Manager Responsibilities**

##### **A: RULES KNOWLEDGE**

1. Each manager shall be supplied with a copy of the City of Lansing Parks and Recreation Department ADULT AND YOUTH SPORTS PROGRAMS RULES and the applicable sport supplement. It is the manager and assistant manager's responsibility to familiarize their players with the rules.
2. Infringement of the rules may lead to expulsion from the league or other measures determined by the City of Lansing Parks and Recreation, Lifetime Sports Supervisor.
3. Any matter not covered by these remains at the discretion of the City of Lansing Parks and Recreation, Lifetime Sports Supervisor.

##### **B: MANAGERS ARE RESPONSIBLE FOR:**

1. Sponsor's property – signed release cards will be evidence that sponsor's property has been returned.
2. Releasing players.
3. The conduct and appearance of all team members at all times.
4. The enforcement of the rules
5. Presenting members of their teams for inquiry and identification, at the request of a game official or the City of Lansing Parks and Recreation Department.

##### **C: THE MANAGER MUST BE AWARE THAT:**

1. Players may play immediately after the contract/roster has been filed and dated at the designated site during regular City of Lansing business hours, in accordance with Rule 1.
2. Releasing players, within five days of the deadline for player additions, will not create roster vacancies.
3. Managers/Coaches are not allowed on the playing field except to assist an injured player.

#### **D: PROTESTS**

1. Managers who wish to protest an official's interpretation of rules must register their intent to protest, immediately following the official's ruling, by notifying the game official and scorekeeper that the remainder of the game is being played "under protest". Upon notification of protest from a manager, the scorekeeper must note the protest reason and game situation on the score sheet.
2. The manager must file a written protest by submitting a (\$20.00) twenty-dollar protest fee and completing a form provided by the City of Lansing Parks and Recreation Department. Protest forms shall be submitted to the City of Lansing Parks and Recreation, Lifetime Sports Office at 200 N. Foster, within 24 hours (excluding weekends and holidays) of the completion of the game.
3. The City of Lansing Parks and Recreation, Lifetime Sports Supervisor shall sit in judgment of all protests filed with the Office.
4. If the protest is ruled valid, (\$20.00) twenty dollars will be returned to the manager and the game will be rescheduled to resume at the point of misinterpretation. If the protest is not allowed, the money is forfeited and the game will stand as played.

#### **Rule 5: Officials and Scorekeepers**

1. Officials and scorekeepers are representatives of the City of Lansing Parks and Recreation Department and are officially in charge of the playing arena and game.
2. The scorekeeper is the official timekeeper.
3. The game official is empowered to eject players from games for violation of the rules, use of profanity, and or player conduct. This power is valid before and after the game and may be applied as long as the official is at the game location.

#### **Rule 6: Fees**

##### **A: PAYMENT**

Team and/or player fees must be paid in full prior to established deadlines.

##### **B: REFUNDS**

TEAM refunds will be given under the following conditions:

1. Up to the day that league schedules are mailed out, full refunds will be made, less a (\$5.00) five-dollar service charge.
2. After the mailing of league schedules, but before the first scheduled league game date, a refund of one half of the team fee, less a (\$5.00) five-dollar service charge, will be made.
3. After the first scheduled league game date, NO refunds will be made.

INDIVIDUAL refunds will be given under the following circumstances:

1. Up to the mailing of league schedules, but before the first scheduled league game date, full refunds will be made, less a (\$5.00) five-dollar service charge.
2. After the first scheduled league game date, NO refunds will be made.

NO refunds are made on individual player fees.

**Rule 7: Game Scheduling****A: GAME SCHEDULES**

Each team manager will be furnished with a game schedule and will be notified of any changes.

**B: RESCHEDULED POSTPONED GAMES**

Postponement of games will not be allowed once game schedules have been mailed. The City of Lansing Parks and Recreation Department, Lifetime Sports Supervisor may postpone games due to unforeseeable extreme hardship circumstances.